

UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA

ANNOUNCEMENT REGARDING MANDATORY ELECTRONIC FILING

Pursuant to the November 1, 2004, and April 11, 2006, amendments to General Order No. 87, the following documents are required to be filed electronically on the court's CM/ECF electronic filing system. If you are currently filing these documents on paper and if you file the number of documents indicated for your type of filings, you will be required to electronically file the documents. Paper documents will then be subject to rejection by the court.

1. Proofs of Claims, Request for Notices, Assignments/Transfers of Claims and Withdrawal of Claims. If you file ten or more of these types of documents combined in a year, you are required to start filing these documents electronically and will no longer be able to file them on paper.

2. Affidavits or Certificates of Service. Affidavits of service of process, regardless of the number filed, must be filed electronically (paper filings will no longer be accepted) either by the process server, who may obtain a limited use password to make these electronic filings, or by the attorney/trustee on whose behalf the service was made.

3. Applications for Compensation and/or Expenses, reports or other documents, regardless of number, filed by a professional employed by a trustee or debtor-in-possession are required to be filed electronically. Any professional employed by a trustee or debtor who seeks court approval of their compensation and/or expenses, must electronically file the application or any other documents they prepare for filing (such as operating or other reports), paper filings will no longer be accepted.

4. Applications for Payment of Unclaimed Funds to Claimant. Any agent who files more than five applications for payment of unclaimed funds on behalf of claimants in a year, is required to file the applications and associated documents electronically, paper documents will no longer be accepted once the agent has filed five applications in one year.

Password Registration forms to be completed and sent to the court for the issuance of a password, may be obtained from the court's web site at www.azb.uscourts.gov. Detailed filing instructions for the type of filings you will be making will be attached to the registration form. If you need additional help filing your documents, please call the ECF help line at 602-682-4068.

Terrence S. Miller
Clerk of Court

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**GENERAL ORDER NO. 87
(As Amended)**

1. All pleadings and other documents shall be filed electronically on the Electronic Case Filing System (ECF) by the attorney, trustee or other person stated. If a pleading or other document is presented for filing by an attorney, trustee or other stated person on paper, the pleading or other document is subject to rejection as provided in paragraph 3..

a. Affidavits or Certificates of Service shall be filed electronically by either the process server who made the service or by the attorney or trustee who contracted for the service.

b. Applications for Compensation and/or Expenses, reports and other documents shall be filed electronically by an Examiner or professional employed by a trustee or debtor-in-possession.

c. Applications for Payment of Unclaimed Funds shall be filed electronically by the claimant or an agent for the claimant when the claimant or agent files more than ten applications in any one year period. When the claimant or agent reaches this threshold, the clerk shall notify the claimant or agent of the requirement to file their documents electronically. The claimant or agent shall then have thirty days in which to comply. After which time, any paper filings of the claimant or agent are subject to rejection as provided in paragraph 3 of General Order No. 87.

2. The following documents are excluded from the requirement to be filed electronically and are to be filed conventionally on paper.

a. Proofs of Claim and Assignments/Transfers of Claims may be filed either on paper or electronically. Except that Proofs of Claim, Assignments/Transfers of Claims, and Requests for Notice filed by a creditor or other filer shall be filed electronically if the creditor or other filer files more than ten of those documents in any one year period. When a creditor or other filer reaches this threshold, the clerk shall notify the creditor or other filer of the requirement to file their documents electronically. The creditor or other filer shall then have thirty days in which to comply. After which time, any paper filings of the creditor or other filer are subject to rejection as provided below.

b. Trial or Evidentiary Hearing Exhibits are to be filed on paper unless otherwise ordered in a particular case.

c. Documents to be filed Under Seal are to be filed on paper.

3. Rejection of Paper Filings: A pleading or other document presented for filing by an attorney or trustee on paper in contravention to the requirements of this order is subject to rejection. Any such paper filing shall not be filed, but shall only be deemed lodged and will be referred to the bankruptcy judge assigned to the case or, if not available, to another bankruptcy judge for a determination of whether the paper filing is to be rejected or accepted for filing. If the paper document is accepted for filing by the bankruptcy judge, the lodged document shall be deemed filed on the date it was lodged and shall be so entered on the docket. If the paper document is rejected for filing by the bankruptcy judge, such action shall be noted on the document and it shall be returned to the attorney or trustee without being entered on the docket.